Kentucky Forms Management

E-Forms or I-Forms - Which Do I Use?

Forms designed in OneForm by Amgraf can be used in three ways:

- seldom-used forms can be completed on-line on the Internet, printed, or e-mailed (I-forms);
- frequently-used forms may be downloaded to your hard drive and readily available through your Windows program or icon (E-forms);
- forms may be accessed as an I-form and printed as a blank form for completion by hand or typewriter.

I-forms

I-forms are seldom used forms completed on-line and not downloaded to your PC. Therefore, click on the I-form link next to the form of your choosing. Clicking on the link will open the file on your web browser and it can be filled out, printed, or saved to a disk from there.

Your I-form capabilities will depend on which web browser you use. Netscape browsers do not support the printing of Java script. Also, you CANNOT SAVE data entered onto a I-form at this time.

Multi-Page Forms

Multi-page forms are available in one file as an E-form. However, if you wish to complete a multi-part form as an I-form, you will need to access (click) each page (file) individually.

E-forms

E-forms are frequently used forms downloaded to your hard drive. **This initial download must be completed before a form can be used electronically; but the download only needs to be done once for each form.** Simply follow the instructions below:

- Click on the link next to the form. (Netscape users might wish to press SHIFT when they click to save time and automatically open a dialog box for the download destination.)
- When prompted, download (save) the file to **c:\KFM** (Windows NT - right click and set as target.)
- When download is complete, exit or minimize this web page
- **Windows 95 Explorer **c:\KFM**
- **Double click on the file name of the form you are downloading. (If you don't remember the file name of the form, refer to the Form Table.
- When you double click on the file name, the form will load and display on your monitor. You may begin using the form from this point.
- **Windows 95/98/NT Users:** If you don't want to repeat the two steps marked with an asterick (**), create an icon on your desktop by highlighting and right clicking the file name and creating a shortcut. Or, to load the name of the form onto your "Programs" listing, after the form loads and displays in your Windows Explorer screen, go to:
  - Start
  - Settings
  - Taskbar & Start Menu, then

- Go to the "Start Menu Programs" Tab
- Under "Customize Start Programs" choose **"add"**
- Choose **"browse"**
- Under the "C:\" directory, locate the subdirectory **c:\KFM** and double click.
- Click on the file name
- Click **"open"**
- Click on the button **"next"**
- (This step is only necessary the first time a form is setup in your Program: click "New Folder" and type in **"KY Forms Mgmt"** and click **"Next"**.)
- Highlight "KY Forms Mgmt"
- Click on the **"Next" button**
- Click on the **"Finish"** button